

**SECRET**

*Records 6 - 2*

STANDARD FORM NO. 64

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300220009-4

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management and Distribution  
Branch  
FROM : Chief, Administrative Services

DATE: 28 November 1951

SUBJECT: Vital Materials Program

1. In connection with the Vital Documents program, it is requested that you institute a procedure whereby a memorandum will be written by your office to each Assistant Director or Administrative Office Head when a deposit has not been made for a period of 30 days. Such memorandum should indicate the date of the last deposit and should further indicate that his office has been contacted each week during the period of non-deposit and an invitation extended to make such deposit.

2. It is requested that this procedure be instituted immediately and a memorandum should be prepared for the signature of the Chief, Administrative Services.



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